

Vacancy Announcement #P00-305LGG

VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator, GS-1811-14

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Inspection
Investigations Division
Falls Church, VA

OPENING DATE: August 17, 2000

CLOSING DATE: OPEN UNTIL FILLED

**AREA OF
CONSIDERATION:** Bureau-wide

MAJOR DUTIES: The incumbent serves as Criminal Investigator with responsibility for planning and conducting investigations involving alleged or suspected misconduct, or illegal acts, on the part of Bureau employees. Investigates allegations of misconduct, shooting incidents, allegations of sexual harassment, bribery, and other critical or sensitive incidents. Prepares comprehensive written reports to present findings to management, the Professional Review Board, and United States Attorney.

QUALIFICATION REQUIREMENTS: All Applicants must have had one (1) year of specialized experience equivalent to the next lower grade level in the Federal service.

SELECTEE MUST DISPLAY THE REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF ORDER 3000.9, "ATF Firearms Policy".

SPECIALIZED EXPERIENCE: Experience which is in or directly related to the investigation of criminal violations that provides the specific knowledge, skills, and abilities to successfully perform the duties of the position.

EVALUATION METHODS: No written test is required. Applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; Quality-Step-Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. In-depth knowledge of the investigative techniques and law enforcement responsibilities of the Bureau, including laws and regulations enforced, jurisdictional responsibilities and enforcement programs/guidelines and policies, and the interrelationship between the various Directorates.
2. Ability to analyze complex and sensitive issues, determine the underlying causes and effects of such issues, and make sound recommendations for alternative courses of action.
3. Ability to communicate, both orally and in writing, in an organized, concise, and rational manner.
4. Ability to independently perform and initiate work projects and follow up without close supervision and to

assume responsibility for the timely reporting to the immediate supervisor.

5. Knowledge of internal security matters, as well as applicable Federal criminal and non-criminal statutes, regulations and procedural instructions.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to a supervisory/managerial probationary period.
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.

HOW TO APPLY

Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to be considered.
 2. Full name, social security number and mailing address.
 3. Daytime and evening telephone numbers.
- B. Additional information/completed forms should be submitted, if checked:
- ☒ Written response to the Supplemental Experience Statement.
 - ☒ Background Survey Questionnaire (Optional). Information submitted will be used for statistical reports only.
 - ☒ OPM Form 306, Declaration for Federal Employment.
 - ☒ Performance appraisal, dated within the last year. If not submit an annual performance appraisal dated within the last year or copies of your last three (3) appraisals, if you choose to submit your last 3 appraisal, they will be added together and averaged to arrive at a score for that portion of our ranking. If your application package does not contain all other supporting documentation, you MAY NOT be considered for this position. (For status consideration only).
 - ☒ Current/former Federal employees - SF-50 reflecting competitive status.
 - ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
 - ☐ Other: _____

NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION: If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program

(T-CTAP). You must:

- still be employed by the Treasury Department, and the date of the notice has not expired.

- submit a copy of the RIF or CES separation notice along with your application.
- apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
- have a current (or last) performance rating of record of at least fully successful or equivalent.
- currently employed by Treasury in the same commuting area of the position for which you are requesting priority consideration.
- file your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation).
- be rated well-qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
 Position Management Branch, Room 4350
 Attn: LaTonya Gamble
 650 Massachusetts Ave NW
 Washington, DC 20226
 (202) (202) 927-8630 TDD users call (202)927-7964.

REASONABLE ACCOMMODATION

The Bureau of Alcohol, Tobacco and Firearms provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NONMERIT REASON.

